



# ANNUAL HAZARDOUS WASTE REPORT REPORTING NOTICE (Reporting Year 2012)

All RCRA Large Quantity Generators (Class I) (>1000 Kg /Mo) and permitted Treater, Storer, or Disposer (TSD) facilities must complete the 2012 Annual Hazardous Waste Report according to LAC 33:V. The topics listed below provide important information to aid in the completion of the report.

**INSTRUCTION BOOKLET AND SOFTWARE** – The 2012 Annual Hazardous Waste Report Instructions and Forms Booklet and the electronic reporting software may be found on the Louisiana Department of Environmental Quality (LDEQ) website at <http://www.deq.louisiana.gov/portal/tabid/217/Default.aspx>.

**WORKSHOPS** – Workshops provide an excellent opportunity for representatives from LDEQ to address any questions or concerns regarding completion of the Annual Hazardous Waste Report. The reporting forms and the use of the electronic reporting software will be discussed. Please refer to the workshop schedule for a list of dates and times that the workshops will be held.

**REPORTING CHANGES** – No changes have been made to the 2012 reporting Forms and Instructions Booklet. The changes to the 2011 Instructions and Forms Booklet apply to the 2012 reporting year. The following are included in those changes. Form codes W005 and W406 have been added. Other Form Codes, Source Codes, and Management Method Codes have been modified or consolidated. Also, additional waste minimization codes have been added. All boxes on the Generation and Management (GM) Form and the Waste Received From Off-Site (WR) Form must be completed. The Off-Site Identification Form should be submitted as a part of the Annual Hazardous Waste Report according to Federal Regulations, 40 CFR 262.41.

**ELECTRONIC REPORTING SOFTWARE** – *The BRState software* is available to reporters for use in submitting their Annual Hazardous Waste Report electronically. The BRState Software was developed by the State of Florida and is offered as public domain freeware. The most current version of the software must be downloaded each year for completion of the Annual Hazardous Waste Report. Links to the software may be found on the LDEQ website at <http://www.deq.louisiana.gov/portal/tabid/217/Default.aspx>.

**ELECTRONIC REPORT SUBMISSION FORMAT** – Electronic submissions of the Annual Hazardous Waste Report must contain the required data files saved in a zip file format only. Submission files created using the BRState Software will be created by the program in the correct format. The name of the submission file will be your EPA ID # followed by "BR2012.zip". An example of the file that will be created by the software and should be submitted to LDEQ is LAD123456789BR2012.zip. Electronic reports may be submitted on a CD and must be submitted with a signed paper copy of the 4 page RCRA Subtitle C Site Identification Form. Electronic reports will only be accepted in the format described above. All files received in alternate formats cannot be processed, and LDEQ will request that the reporter resubmit the report in the required format.

**REPORT SUBMISSION DEADLINE** – Reports should be submitted to the Louisiana Department of Environmental Quality and must be received by LDEQ on or before **Friday, March 1, 2013**.

**ASSISTANCE** – For help with questions regarding the Annual Hazardous Waste Report please contact: Sheryl Grimmer at (225) 219-3185 or by e-mail at [sheryl.grimmer@la.gov](mailto:sheryl.grimmer@la.gov).

**ADDRESS** – Return your forms, electronic file, and signed RCRA Subtitle C Site Identification Form to one of the following addresses:

Mailing Address:

Louisiana Department of Environmental Quality  
Office of Environmental Services  
Public Participation & Permit Support Services Division  
Notifications and Accreditations Section  
PO Box 4313  
Baton Rouge, LA 70821-4313

Physical Address:

Louisiana Department of Environmental Quality  
Office of Environmental Services  
Public Participation & Permit Support Services Division  
Notifications and Accreditations Section  
602 N. Fifth Street  
Baton Rouge, LA 70802



## **Annual Hazardous Waste Report Workshop Schedule (Reporting Year 2012)**

**Date/Time**

**Location**

Tuesday, January 8, 2013  
1:00 p.m. – 2:30 p.m.

Louisiana Technical College  
Alexandria Campus  
4311 S. MacArthur Drive  
Alexandria, LA 71302  
(318) 487-5443

Wednesday, January 9, 2013  
9:00 a.m. – 10:30 a.m.

Louisiana Technical College  
Shreveport/Bossier Campus  
2010 N. Market Street  
Shreveport, LA 71107  
(318) 676-7811

Tuesday, January 15, 2013  
9:30 a.m. – 11:00 a.m.

LA Department of Environmental Quality\*  
Galvez Building  
602 N Fifth Street  
Baton Rouge, LA 70810  
Pensacola Room C110  
(225) 219-3185

Wednesday, January 16, 2013  
10:00 a.m. – 11:30 a.m.

Louisiana Technical College  
Sowela Campus  
3820 Sen. J. Bennett Johnston Avenue  
Lake Charles, LA 70615  
(337) 491-2688

\*Parking tickets from the Galvez Parking Garage will be validated at the workshop. The Galvez Parking Garage is located directly across the street from the Louisiana Department of Environmental Quality building. Note: There is no fee charged for attending the workshops.